Adult Literacy Ohio

Tutor Guide

Introduction

Adult Literacy Ohio is a self-directed, literacy focused program designed to meet adult learners where they are to develop increased confidence and literacy skills to enhance community navigation, quality of life, and workforce development.

We believe that literacy is a gateway to the world. With your help, we are transforming lives and elevating access for adults with developmental disabilities through literacy.

Welcome!

Program History

Our program was piloted in February 2022 with nine adult learners. For a year and a half, our work was solely supported by The Down Syndrome Association of Central Ohio and specific to the Down syndrome community. During that first year, we ultimately served 17 adult learners. A year later, we received a grant to expand our services state-wide to any adult with a developmental disability who graduated in a qualifying year (2020, 2021 or 2022). We are currently operating with support from county boards of developmental disabilities, grants, and private and corporate donors to serve adults of any age with a qualifying developmental disability who want to improve their reading, writing, or communication skills.

To date, we have expanded our reach to include thirteen Ohio counties and over 75 unique program participants. We are proud of how far we have come and look forward to empowering more Ohioans with developmental disabilities through literacy!

Who Can Be a Tutor

Adult Literacy Ohio is looking for *educators and speech-language therapists who are passionate about literacy and want to help adults improve their reading, writing, and communication skills.

Tutors are independent contractors who must be committed to using and adapting their own materials to ensure that they are responsive to the interests and needs of adults in our program.

To qualify for the program, tutors must:

- Supply an active teaching license or, in some cases, a BCI Background Check.
- Have at least 2 years of literacy-focused teaching or tutoring experience.
- Agree to plan and provide one-on-one instruction.
- Understand that they will create 2 SMART goals per grant and track progress in a Goal Attainment Scale format (training video provided).
- Commit to providing communication and feedback to adult learners, their account manager, and Adult Literacy Ohio staff.
- Commit to meeting with their adult learners consistently over the duration of a grant period.

Immediate family members, or anyone living in the same household as an approved learner, cannot apply to be Tutors. Immediate family members include the learner's siblings, parents, or grandparents by blood, marriage, or adoption. Businesses cannot be Tutors with Adult Literacy Ohio. The site is built for individual contractors only. The person advertised on the platform must be the person who provides services. Tutors must commit to providing in-person services. Tutors are independent contractors and not employees of Adult Literacy Ohio.

Once approved to join the platform:

- Create a bio for review by learners and families in ElevateDD Learner
- *Interview with learners (and sometimes a parent or support staff person) to determine if the match is compatible on both sides.
- Provide paid, one-on-one literacy tutoring.
  - Note: You are not guaranteed to be matched with any adult learners. The number of learners in our program at any given time is contingent on funding sources. The interview is an opportunity for both the learner and the tutor to determine if the match is compatible. *Learners or tutors can elect to stop services at any time, for any reason.*
- Write session notes and code sessions in ElevateDD Learner.
- Submit midpoint and final reports based on your 2 SMART goals.
  - *Tutors are compensated for a half hour of reporting writing for midpoint and final reports.*

*Introductory interviews are unpaid. If both parties choose to move forward, tutors will be paid out for sessions booked and coded in the ElevateDD Learner platform.

How Do Tutors Get Paid?

Tutors are paid directly by the site administrator only when adult learners book paid sessions using their ElevateDD Learner account. We cannot back-pay tutors for any appointments not on the calendar. Please do not accept appointments not documented on the ElevateDD Learner platform.

We understand that life happens, and there may be cancellations from either the adult learner or tutor. Funds expire at the end of the session and do not roll over into future sessions. See below for information about cancellations:

The account manager or the tutor must cancel the session ahead of time, so as not to charge the learner's account.

- Sessions cancelled by the **account manager** less than 24 hours prior to the scheduled session time will remain on the scheduling account and funding will be deducted from the learner's account.
- In the case of a learner *No-Show, the tutor will be paid, and funds deducted from the learner's account.
- Sessions cancelled by a **tutor**, regardless of the timeline, should be cancelled online by the tutor and the learner's account will not be charged.
    - In the case of a tutor "No-Show" or last-minute cancellation, account manager must notify info@adultliteracyohio.org within 24 hours if they do not see that the tutor canceled the session within ElevateDD Learner, to ensure funds are not subtracted from the total funds available.
- **Two** last minute cancellations (less than 24 hours prior to the scheduled session) or no-shows within a grant period may result in removal from the program.

*Learner No Shows are defined as the following:

- Last-Minute Cancellation (less than 24 hours' notice)
- Late Arrival (late arrival is defined as arriving 15 minutes or later from the scheduled meeting time).
- Failure to attend the session.

Note: Adult Literacy Ohio cannot guarantee that an adult learner will maximize their grant package. Adult Literacy Ohio reserves the right to remove participants from the program who are not demonstrating a good faith effort to maintain consistent and ongoing appointments throughout the grant period. *A learner or a tutor can elect to stop services anytime for any reason.*

How are the Pay Rates Structured?

Up to $50	• Bachelor's degree • ODEW teaching license • At least 2 years of literacy-focused teaching or tutoring experience
Up to $75	• Master's degree or higher • ODEW teaching license • At least 2 years of literacy-focused teaching or tutoring experience

Contractor will not charge a lower hourly rate to any client outside of program.

- Speech language therapists are welcome with submission of current credentials and a current BCI background check.
- Retired educators are welcome with proof of education and trainings and a current BCI background check.
- Literacy includes reading, writing, and communication.

Rates are inclusive of travel time, lesson planning, lesson delivery, recording of notes, and progress monitoring. Tutors are encouraged to use the last 10 minutes of a booked session to record notes.

Does Adult Literacy Ohio provide resources, materials, or curriculum?

At this point, we do not provide materials. Instead, we invest in recruiting tutors with access to their own tools and resources. We acknowledge that each learner has unique strengths and areas of growth. What may work well for one adult learner may be ineffective for another. The goal of this program is to provide a variety of options so that each adult learner has access to different choices.

Note: Some learners are piloting a specific set of data collection recommendations from Stanford University. These "pilot" learners will receive DIBELS benchmark assessments periodically through their participation. If your learner is impacted, we will contact you directly to see how or if these assessments can help guide your instruction.

Where do tutoring sessions take place?

This is decided upon in the intro interview. Most of our learners meet either in-home or in a mutually agreed upon location such as the public library.

Goals & Data Collection

Goals should be developed in partnership with the adult learner and their family or support staff and related to reading, writing, or communication skills. Goals should fit into three overarching themes: Quality of Life, Community Navigation, and Workforce Development.

- **Session notes** must be on file for each paid session. These can be entered directly into *ElevateDD Learner. *Due within 48 hours of the session.*
- **Goal Proposals** with 2 SMART Goals are entered into *ElevateDD Learner. *Due within 3 paid sessions with a learner.*
- **Reports** are submitted to track progress on your established SMART Goals. Some learners will have 1 and others will have 2, depending on the length of their participation. *These are due at the end of each grant.*
- Whenever possible, we love to see **photos** and **video clips** to help illustrate the impact of our program to stakeholders! These can be emailed to info@adultliteracyohio.org.

*Approved and matched tutors will receive access to our Adult Literacy Ohio **Tutor Google Drive** where they can access the following:

- Goal Attainment Scale Training Video
- Goal Examples
- Recommended Resources
- Payroll Calendar
- Pictures and Testimonials from former learners and tutors.

*If you would like to see these items prior to signing up, please contact our team.

Program Policies

1) Your Ohio Department of Education credentials or BCI Background Check must be current throughout the program. Should they expire, you must submit an updated copy to remain active within Adult Literacy Ohio.

2) Violation of the Attestation signed upon application: if you are charged with one of the offenses listed on the attestation you signed during the application, you must alert Adult Literacy Ohio by contacting info@adultliteracyohio.org within 14 calendar days.

3) The Adult Literacy Ohio platform is only available for individual tutors to offer students one-on-one tutoring services. Tutors can only apply to Adult Literacy Ohio as an individual and not as part of an agency, organization, or company. The person who applies must be the same person who is providing services.

4) Immediate family members, and those living in the same household as an adult learner, cannot apply to tutor their loved one (immediate family is defined as approved parent, grandparent, or sibling by blood, marriage, or adoption).

5) All tutoring sessions must be scheduled through the learner's ElevateDD Learner account. Do not schedule or hold sessions outside of the ElevateDD Learner Platform. There is zero tolerance for "make-up" or "floating" sessions. You will not be paid for services scheduled outside of the ElevateDD Learner platform.

6) Tutors cannot schedule sessions on behalf of their learners. If it is suspected that a tutor has access to an account manager's account, Adult Literacy Ohio has the right to remove the tutor and the learner from the program.

7) Tutors are expected to manage their profile, schedule, and services offered through the ElevateDD Learner platform. Failure to update and respond to learners through the ElevateDD Learner platform can result in not being paid for services and/or removal from the program.
   a. Scheduling requests must be responded to within 72 hours.
   b. The session status and notes must be updated within 48 hours of the completed session.

8) Please remember that these grant dollars are intended for one-on-one learning sessions only. They are NOT designed to cover travel time or transportation expenses. We encourage you to use the last ten minutes of your session to mark your session "Complete" and log session notes.

9) Tutors are not to charge a lower hourly rate to any client outside of the program.

10) Tutors must consult with Adult Literacy Ohio staff to ensure a mutually agreed upon plan is in place for effective progress monitoring and reporting. Tutors must submit assessments, session notes, and progress monitoring materials and data to Adult Literacy Ohio. If materials are not submitted on time, Adult Literacy Ohio reserves the right to put your account on hold. If your account is put on hold 2 or more times, we reserve the right to remove you from the program.

11) If you are a "No-Show" for two or more sessions, we reserve the right to remove you as a tutor from the platform. A "No-Show" is defined as cancellation with less than 24 hours' notice, arrival more than 15 minutes past the scheduled start time, or failure to show up to the scheduled session.
   a. Please note that some learners may use transportation services to be dropped off and picked up from sessions. Our cancellation policy is that if a learner "no shows" or cancels with less than 24 hours' notice, the tutor is still paid for the session as a courtesy for the short notice cancellation. That said, please remain on-site at your scheduled location

for the duration of the scheduled session and complete the following steps in the event of a no-show:

  i. Contact the learner and the account manager using the contact details provided in the introductory interview.
  ii. Code the appointment as a "No Show" in ElevateDD Learner. You can also record a note in the system. This will let our team know that you should be paid for the session and that Adult Literacy Ohio should follow up with the learner. *Historically, transportation services can run behind. Following these steps will ensure that if the learner arrives near the end of a session, there is a familiar face at the meeting location.
  iii. Contact Adult Literacy Ohio so that we can do a follow-up on our end.

12) Contractor understands grants received by learners are funded by a variety of sources which could include but are not limited to foundations, private donors, or federal or state funding.

13) Failure to comply with program policies and contractor agreement could result in Adult Literacy Ohio notifying the Ohio Department of Education and Workforce, Attorney General, Office of Professional Conduct, State Auditor, or local law enforcement.

14) Tutors must understand that this program presents unique challenges, and that progress will take time. We ask that you commit to celebrating the milestones along the way, keep an open mind in your approach, and are adaptable in your instruction to ensure that adult learner(s) feels encouraged, supported, and engaged in the program.

Get In Touch

- Email: info@adultliteracyohio.org
- Phone: 614-263-6020 ext. 1075
- Website: www.adultliteracyohio.org
- Follow us on Facebook: https://www.facebook.com/adultliteracyohio
- Join our closed Tutor Facebook Group where tutors can share resources, talk through challenges, and celebrate successes: https://www.facebook.com/groups/1027068711354872